



Town of Highland Park, Texas
BOARD OF ADJUSTMENT MEETING
AGENDA

8:30 AM
May 13, 2026

4700 Drexel Drive, Highland Park, TX 75205
Town Council Chambers

I. CALL TO ORDER

II. MINUTES

- A. Take action on the Board of Adjustment Minutes held on April 8, 2026.

III. PUBLIC HEARING

- A. Conduct a public hearing and consider a variance request from Section 12-101(3) to allow the reduction of the rear yard setback from 10 feet to 3 feet for a portion of a detached garage structure with a rear-facing garage door at 3309 Cornell Avenue.
- B. Conduct a public hearing and consider three (3) variance requests; (1) from Section 12-101(3) to allow the reduction of the rear setback from an accessory building that includes a rear facing garage door from 10 feet to 3 feet, (2) from Section 8-601(7) to allow a gable facing and less than 20 feet from a side property line, and (3) from Section 8-601(7) to reduce the setback for dormers behind the top plate from 30 inches to zero inches at 4666 Fairfax Avenue.
- C. Conduct a public hearing and consider four (4) variance requests; (1) from Section 8-601(1) to allow an additional 8' height above the 12.5' maximum top plate height requirement, (2) from Section 8-501 to allow a reduction of the 13-foot south side yard setback to 7 feet, (3) from Section 8-501 to allow a reduction of the 13-foot north side setback to 1 foot, and (4) from Section 8-601(1) to allow a reduction of the rear yard setback from 10 feet to 1 foot at 4215 Lakeside Drive.

IV. ADJOURNMENT

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

SPECIAL ACCOMMODATIONS FOR TOWN COUNCIL MEETINGS: Let us know if you need special assistance of any kind.

Please contact the Town of Highland Park Administrative staff at (214) 521-4161 from 7:30 a.m. - 4:30 p.m., Monday through Friday.

NOTE: The Board of Adjustment reserves the right to meet in Executive Session closed to the public at anytime in the course of this meeting to discuss matters listed on the agenda, as authorized by the Texas OpenMeetings Act, Texas Government Code, Chapter 551, including any one of the permitted exceptions to open meetings provided for in § 551.071 through § 551.076 and § 551.087. Any action taken on such matters will be conducted in Open Session following the conclusion of the Executive Session.



**Town of Highland Park
Board of Adjustment
Wednesday, May 13, 2026**

Item Coversheet

**Take action on the Board of Adjustment Minutes held on April 8,
2026.**

PRESENTED BY: Serena Palomino, Permit Technician

BACKGROUND:

Attached are the minutes of the Board of Adjustment meeting held on April 8, 2026.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

2026-04-08 BOA Minutes - DRAFT

MINUTES OF A MEETING OF THE BOARD OF ADJUSTMENT OF THE TOWN OF HIGHLAND PARK, TEXAS, HELD AT THE TOWN HALL, 4700 DREXEL DRIVE, HIGHLAND PARK, TEXAS, 75205, AT 8:30 A.M. ON WEDNESDAY, APRIL 8, 2026.

Present at the meeting were Chair Stacey Furst, Board Members, Alison Hunsicker, Robert McCulloch, Alternate Member Nancy Rogers, and Alternate Member Louis Morrison. Absent from the meeting was Board Member Joan Clark.

I. CALL TO ORDER

Chair Furst called the meeting to order at 8:30 A.M.

II. MINUTES

Board Member Hunsicker created a motion, seconded by Board Member McCulloch, to approve the March 11, 2026 Minutes. The motion passed by unanimous vote.

III. PUBLIC HEARINGS

- A. Conduct a public hearing and consider a variance from Section 13-103(C) to allow pool equipment in the required side yard along the Northern side property line at 4902 Abbott Avenue.*

Jeff Armstrong, Director of Community Development, provided an overview of the request, displaying the 200' notification buffer, site plan, floor plan, as well as key facts such as; the proposed pool equipment location details, site plan, renderings, and variance criteria, and site photos. Staff recommends approval or denial based on new information results in material change.

There were no letters in support of this request received by the Town.

There were no letters in opposition of this request received by the Town.

Chair Furst requested that the applicant present their case.

Mark Giambrone, 4902 Abbott, explained that the experienced pool contractor is in attendance to explain technical reasons and thanked the Board for accommodating their proposed second request.

Nicholas Hauk, Pure Design, explained that the Northern side is critical for the placement of mechanicals due to an underground sump located on that side of the basement wall. This sump would evacuate water in case of catastrophic failure (i.e., freeze damage, pump malfunction), preventing basement flooding. Moving the equipment to the South side would present a higher risk of basement flooding due to the absence of a sump pump.

In response to a question raised by Alternate Member Morrison, Mr. Hauk replied that the new home construction is significantly advanced, as well as the installation of the proposed pool equipment, making relocation difficult/impossible.

In response to a question raised by Alternate Member Rogers, Mr. Hauk replied that the architect's revisions and lack of real estate in the basement prevented the mechanicals from being placed there.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 8:46 A.M.

With no one to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 8:46 A.M.

Board Member McCulloch noted similarities to generator variance requests, which have often been approved, and the lack of neighbor opposition.

In response to a question raised by Board Member Hunsicker, Mr. Armstrong replied that he is not certain of the number of approved variances in which the generators have been installed prior to a variance request. Mr. Armstrong noted that State generator regulations have recently changed which cannot compare to pool permits.

Board Member Hunsicker created a motion to deny this request. The motion failed.
Board Member McCulloch created a motion to approve this request. The motion failed.

Susan Thomas, Town Attorney, promoted the Board to consider an executive session for guidance. Chair Furst called a recess at 8:51 A.M.

Chair Furst called the meeting to order at 9:03 A.M.

Board Member Hunsicker explained this this request does not present a material change in the circumstances from the previous request that was denied. Board Member Hunsicker continued to explain that this is an initial design issue.

Board Member McCulloch explained that there is not a material change, however, there is new knowledge of an increased safety risk discussed in this proposed request.

MOTION

Board Member McCulloch created a motion, seconded by Board Member Hunsicker, to approve the proposed pool equipment location. The motion failed by a 2;3 vote and the request was denied.

- B. Conduct a public hearing and consider a variance from Section 15-101 of the Zoning Ordinance to construct an 8-foot fence/wall in the required front yard along the Bordeaux Avenue and a portion of Armstrong Parkway frontages and a variance from Section 8-501 to construct a portion of the main home to encroach 12-feet in the required 43-foot side yard setback at 4200 Armstrong Parkway.*

Jeff Armstrong, Director of Community Development, provided an overview of the two (2) requests, displaying the 200' notification buffer, site plan, elevation plan, variance criteria, and site photos. Staff recommends approval.

There were three (3) letters in support of this request received by the Town.
There were no letters in opposition of this request received by the Town.

Mr. Armstrong noted that the current owner is negotiating with the Town to purchase the remaining seven and a half foot (7.5') easement, as the house sits on it. This requires Town Council approval for easement release, public right release, and property sale. Utility rerouting is also in progress.

In response to a question raised by Board Member McCulloch, Mr. Armstrong confirmed the maximum height is eight feet (8') and fences are not allowed in the front yard.

In response to a question raised by Alternate Member Rogers, Mr. Armstrong confirmed that the existing wall along Armstrong Pkwy. and Preston Rd. is closer to the street.

Chair Furst requested that the applicant present their case.

Kirk Smith, 981 County Road 409 Trenton, TX, owner representative, displayed the site plan, photos of the existing fence/wall along Bordeaux Ave. and Armstrong Pkwy., Surveys at 4208 Bordeaux Ave. and 4200 Armstrong Pkwy., renderings of the new proposed fence/wall along Bordeaux Ave. and Armstrong Pkwy., previous BOA variance requests from 1980, 1994 and 1994, rendering of thirty and a half foot (30.5') side yard setback encroachment, sample letter sent to surrounding neighbors, and the Town's Zoning map.

In response to a question raised by Board Member Hunsicker, Mr. Smith replied that the existing wall along Armstrong Pkwy. is eight feet (8') tall and consist of hedges behind it.

In response to a question raised by Alternate Member Morrison, Mr. Smith confirmed that the BOA 1994 variance for the meandering wall did not have a height exception. Mr. Smith also clarified the blocking in the rendering in the Town staff's presentation represents the massing of the adjacent neighbor's house.

Mr. Smith noted that a gate will be constructed for the Town to access the easement. No landscaping will be planted in this area.

Chair Furst thanked the applicant and opened the public hearing for those who wish to speak in favor of this request at 9:51 A.M.

With no one to speak in favor, Chair Furst opened the public hearing for those who wish to speak in opposition of this request. With no one to speak in opposition, Chair Furst closed the public hearing at 9:51 A.M.

In response to a question raised by Board Member Hunsicker, Mr. Armstrong explained that a condition can be granted to limit the structure encroachment area to one-story.

Board Member Hunsicker expressed the potential for an eight-foot (8') fence to create a "walled-in" effect, considering the street width and angles.

Board Member McCulloch expressed that he is persuaded by the neighbor's support and beautiful design.

Alternate Member Rogers supports the benefit of gaining green space in the intersection area.

MOTION

Board Member Hunsicker created a motion, seconded by Alternate Member Morrison, to approve the side yard encroachment conditioned that it remains one-story, as well as the completion of the re-plat process. The motion passed by unanimous vote.

Board Member Hunsicker created a motion, seconded by Alternate Member Rogers, to approve the fence/wall requests conditioned upon approval of the re-plat process. The motion passed by unanimous vote.

IV. ADJOURNMENT

Chair Furst adjourned the meeting at 10:01 A.M.

Approved on this ____ day of ____ 2026.

APPROVED:

Stacey Furst
Chair

ATTEST:

Serena Palomino
Permit Technician



**Town of Highland Park
Board of Adjustment
Wednesday, May 13, 2026**

Item Coversheet

Conduct a public hearing and consider a variance request from Section 12-101(3) to allow the reduction of the rear yard setback from 10 feet to 3 feet for a portion of a detached garage structure with a rear-facing garage door at 3309 Cornell Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

See attached staff report.

RECOMMENDATION

Staff recommends approval.

ATTACHMENTS

Staff Report 3309 Cornell, Neighbor Letters of Support



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: May 13, 2026

REQUEST: A variance from Section 12-101(3) to allow the reduction of the rear setback for an accessory building that includes a rear facing garage door from 10 feet to 3 feet.

LOCATION: 3309 Cornell Ave.

SUMMARY

The applicant moved the garage door of a detached garage from the front of the garage to the rear of the garage where it would have alley access. The change was made due to the slope of the property from front to back which caused water to enter the garage, causing some damage to the garage and to improved safety getting on and off the property. The applicant closed off the front-facing garage door to prevent water from flowing to the garage. The applicant intends to remove much of the existing front driveway and convert it to landscape in part to assist with the drainage issues. Although the garage is three feet from the rear property line, the garage door was recessed approximately 13 feet from the rear property line. The ordinance requires the entire building that includes a rear facing garage door to be a minimum of 10 feet from the property line, not just the garage door. No permit was obtained for the work. Staff became aware of the situation when the applicant inquired about other work on the property. The applicant immediately began to work toward compliance once made aware that the work requires a permit.

ORDINANCE

12-101.(3) "...Carports and garages which open directly to and are entered from an alley shall not be located nearer than ten (10) feet to the rear lot line..."

The property is zoned D.

ANALYSIS



Town of Highland Park Board of Adjustment

Staff Report

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: The property slopes from front to back causing water to flow into the garage. The garage already existed in its current location.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Typically, sites are designed to prevent the flow of water to buildings. The garage is an old structure, and the site was not well designed to prevent the problem.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: Putting the door back on the front side of the garage will cause the applicant to have to remove the protective water barrier and redo site drainage. The applicant also believes that access to the alley is safer than backing the length of the property onto an often-crowded street.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: Staff anticipates no negative effects on the public. The door itself is sufficiently setback from the rear property line for safe maneuvering in and out of the garage. The building itself was legally conforming as to its setback from the property line before the door was moved.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The main concern is the garage door setback, which is more than 10 feet in this case. The 10 feet is to provide sufficient space for maneuvering on and off the property.

RECOMMENDATION

The request meets the criteria for a variance and staff recommends approval.



***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo
6. Nearby Property Owner Letters



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

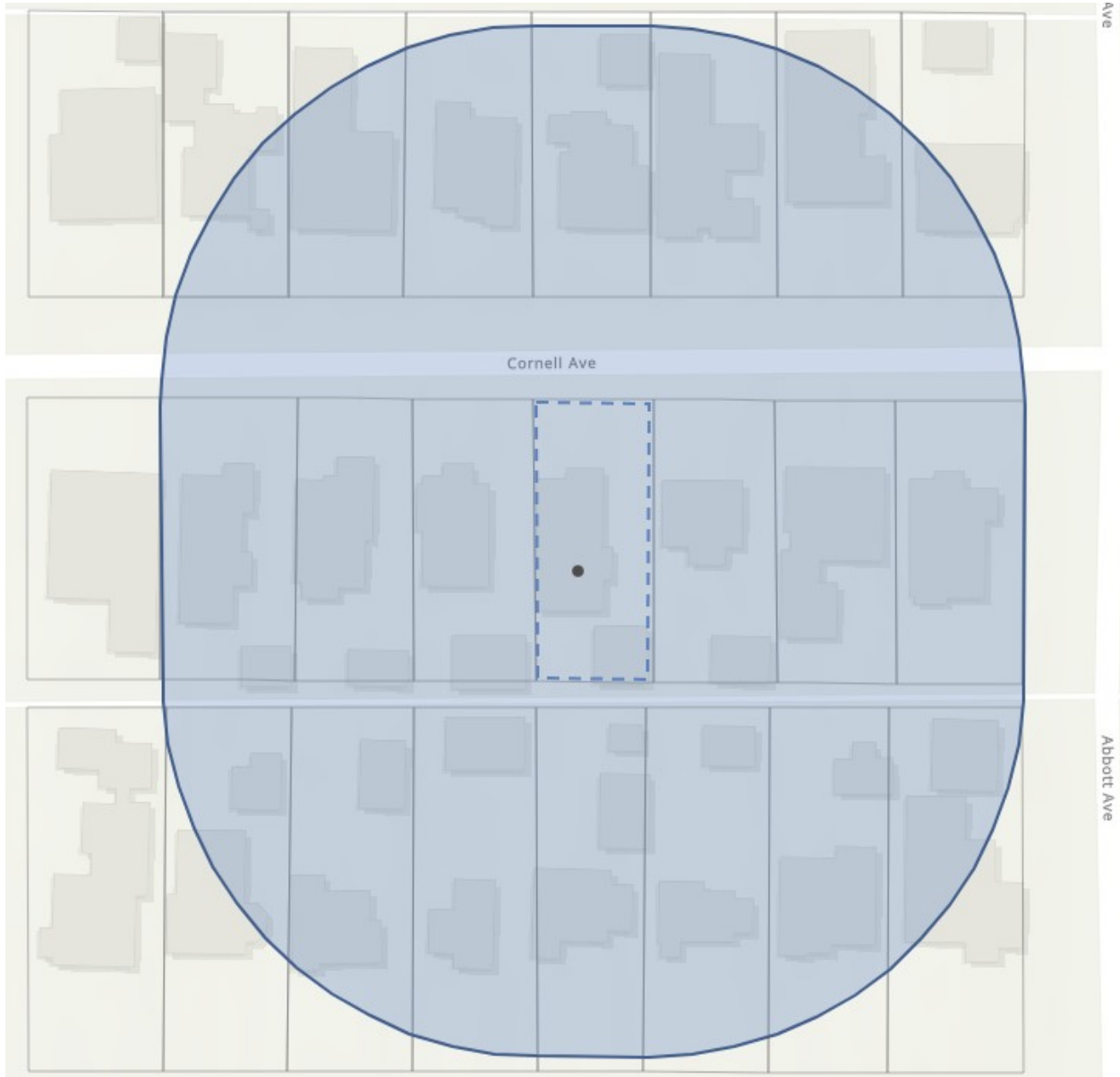




*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





***Town of Highland Park
Board of Adjustment***

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

Alexandra Boury

3309 Cornell Ave.
Highland Park, TX 75205
214-727-3835 – hboury@hotmail.com

April 13, 2026

Chair and Members
Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: After-the-Fact Variance Request to Retain Relocated Garage Access from Front to Rear Alley – 3309 Cornell Ave., Highland Park, TX 75205

Dear Chair and Board Members:

I respectfully request an after-the-fact variance to retain improvements already completed: relocation of the garage door from the front to the rear with access from the alley. This work was undertaken to address persistent stormwater runoff that flowed down the sloped front driveway into the garage. I did not realize at the time that this corrective work required a variance and permits. I accept responsibility for the oversight and am now seeking to bring the property into compliance. This change will allow the elimination of the existing front driveway and the removal of approximately 2,000 square feet of broken concrete in the front yard, to be replaced with landscaped green space.

Existing Conditions and Hardship

The property is currently permitted for a front-facing garage served by a driveway approximately 120 feet in length.

The driveway extends across the entire front yard, crosses the public sidewalk, and exits directly onto a busy street where vehicles are routinely parked on both sides and traffic regularly exceeds the posted speed limit.

That same sidewalk and front yard are in daily use by children playing without supervision, pedestrians walking and jogging, and neighbors walking dogs. Any vehicle backing out must therefore travel the full 120 feet through active pedestrian traffic with visibility blocked in both directions by parked cars.



Town of Highland Park Board of Adjustment

Staff Report

This configuration creates a documented safety hardship:

- **Dangerous Blind Spots:** Parked cars on both sides severely limit visibility for vehicles backing out, and vehicles routinely travel in excess of the posted speed limit, significantly increasing the risk of accidents.
- **Pedestrian and Child Safety Risk:** The driveway crosses the sidewalk and the area where children play in front yards, creating constant conflict between vehicles and pedestrians.
- **Financial and Drainage Hardship:** Reversing the work would require demolishing the new rear access and rebuilding 120 feet of driveway and 2,000 SF of concrete at substantial cost, with no safety benefit, and would reintroduce stormwater runoff into the garage due to the existing slope of the lot.
- **Excessive Impervious Cover:** Approximately 2,000 square feet of cracked, deteriorated concrete dominates the front setback, increasing heat and stormwater runoff.

Proposed Solution

I propose to retain the relocation of the garage access to the rear of the property, entering from the existing public alley, which is the traditional and preferred access pattern in Highland Park. In conjunction with this relocation, I will:

1. Permanently close and remove the existing 120-foot front driveway.
2. Remove approximately 2,000 square feet of broken front-yard concrete.
3. Install landscaping and green space across the front yard.

Benefits to the Public and Neighborhood

- **Improves public safety** by eliminating vehicles backing 120 feet across the sidewalk into a street with limited visibility.
- **Protects children and pedestrians** by removing conflict with front-yard play areas and daily walking routes.
- **Reduces risk of vehicle accidents** by removing the blind back-out onto a heavily parked street where visibility is blocked by cars parked on both sides and traffic routinely travels in excess of the posted speed limit.
- **Restores neighborhood character** by replacing broken concrete with landscaped green space consistent with Highland Park standards.
- **Reduces stormwater runoff and heat island effect** by removing approximately 2,000 SF of impervious cover.



***Town of Highland Park
Board of Adjustment***

Staff Report

Variance Justification, Code Compliance – Spirit and Purpose

This request addresses a unique hardship created by this lot's exceptional depth, which requires a 120-foot front driveway crossing the sidewalk, combined with the existing slope that directs stormwater into the garage. The relocation to alley access will not be detrimental to the public welfare, nor injurious to other properties. To the contrary, I have obtained letters of support from 7 adjacent property owners to the front and rear, who favor removal of the hazardous front drive.

The Zoning Ordinance requires a 10-foot turning radius. While the existing structure does not provide a full 10 feet at that point, the rear garage door as built is inset into the structure, providing approximately 13 feet of clear distance from the garage door face to the opposite side of the alley. This exceeds the required maneuvering area, meets the code in both spirit and purpose, and ensures safe entry and exit without encroaching into the alley right-of-way. The variance is therefore the minimum necessary to retain a safe, functional solution.

I have attached a site plan, photographs of the existing conditions, and letters of support from adjacent neighbors. I respectfully request the Board's consideration and will abide by the Board's decision and the Town's applicable requirements. I welcome the opportunity to present this request at the public hearing and answer any questions.

Respectfully submitted,

Alexandra Boury, Property Owner



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTOS





*Town of Highland Park
Board of Adjustment*

Staff Report





*Town of Highland Park
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Staff Report





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Staff Report





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 6 – NEARBY PROPERTY OWNER LETTERS

Provided by separate attachment.

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,

Harriet Wallace

Neighbor Signature

Printed Name:	Harriet Wallace
Address:	3305 Cornell Ave.
Date:	4-13-2026
Phone (optional):	

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,

Neighbor Signature

Printed Name:	Nancy Brown
Address:	3314 Cornell Ave
Date:	4-13-2026
Phone (optional):	214 801-3528

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

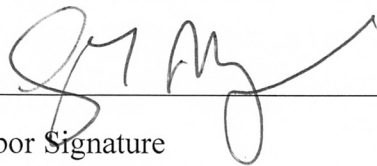
- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



Neighbor Signature

Printed Name: Joseph Murphy	Joseph Murphy
Address: 3307 Cornell Ave	3307 Cornell Ave
Date: 4/13/2026	4-13-2026
Phone (optional): 714 534-7642	

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



Neighbor Signature

Printed Name:	Dustin Cappelletto Heather Proebstle
Address:	3304 Cornell Ave
Date:	4-13-2026
Phone (optional):	

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.



My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
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- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



Neighbor Signature

Printed Name:	Kent & Susan Roberts
Address:	3315 Cornell Ave
Date:	4-13-2026
Phone (optional):	

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,

Neighbor Signature

Printed Name:	Larence Park Beth Park
Address:	3300 Beverly Dr.
Date:	4-13-2026
Phone (optional):	

April 13, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. I wish to express my full support for the variance request by Ms. Alexandra Boury to relocate garage entry to the alley.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.
- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.

- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property's light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of the street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



Neighbor Signature

Printed Name: JOHN MACKINTOSH	John Mackintosh
Address: 3312 Beverly Dr.	3312 Beverly Dr.
Date: 4-14-2026	4-13-2026
Phone (optional):	

May 02, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage entry relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:


- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park's traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

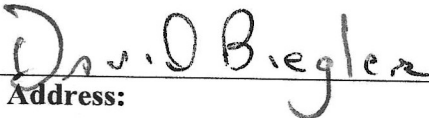
I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property's light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

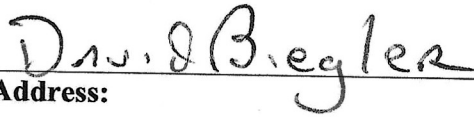
Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



 Neighbor Signature

Printed Name:	David Biegler
 Address:	3310 Cornell Ave
Date:	5-2-2026
Phone (optional):	

Printed Name:	David Biegler
 Address:	3312 Cornell Ave
Date:	5-2-2026
Phone (optional):	

May 02, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage entry relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:

- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
- **Neighborhood Aesthetics:** Replacing a large expanse of cracked concrete with green space will be a substantial visual improvement that is consistent with the character and standards of Highland Park.

- **Relocation Garage Door to alley access:** Moving the garage door from the front to the rear alley is consistent with Highland Park’s traditional pattern and removes traffic from the front street.
- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,

Neighbor Signature

Printed Name: <i>Lisa Burdett</i>	Lisa Elliott
Address: _____	3304 Beverly Dr.
Date: <i>05/05/24</i>	5-4-2026
Phone (optional): <i>404 574 0455</i>	

May 02, 2026

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Letter of Support for Variance Request – 3309 Cornell Ave.

Applicant: Alexandra Boury

Dear Members of the Board:

I am writing as a neighbor of Alexandra Boury, located within 200 feet of the property at 3309 Cornell Ave, Highland Park, TX 75205. Ms. Boury has shared with me the garage entry relocation to the alley in the back of the property, as recommended by the Town, and I wish to express my full support for the variance request.

The proposal is to remove approximately 2,000 square feet of broken, deteriorated concrete in the front yard and replace it with landscaped green space. As part of the relocation of the garage entry from the front to the back alley, the existing driveway in the front, which currently extends over 120 feet across the front yard, crosses the public pedestrian walkway, and exits directly onto a busy street—would be eliminated and reconfigured.

My support is based on clear safety and neighborhood benefits:


- **Safety for Children and Pedestrians:** The current 120-foot driveway creates a safety condition. It crosses the area where children play in front yards and the public sidewalk before entering a busy street where cars are routinely parked on both sides. This creates dangerous blind spots for drivers backing out and for families walking. Eliminating this crossing will significantly improve sight lines and safety for our block.
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- **Reduced Heat and Improved Drainage:** Removing 2,000 square feet of concrete will reduce the heat island effect generated in the summer months and improve stormwater absorption, benefiting adjacent properties.

I have discussed and understand the hardship created by the existing non-conforming layout. This proposal does not negatively impact my property’s light, air, privacy, views, or value. To the contrary, it enhances the safety and appearance of our street.

Please accept this letter as my formal statement of support and no objection. I respectfully urge the Board to approve this variance.

Sincerely,



Neighbor Signature

Printed Name:	Jihane Boury
Address:	3308 Cornell Ave.
Date:	5-4-2026
Phone (optional):	

**Town of Highland Park
Board of Adjustment
Wednesday, May 13, 2026**



Item Coversheet

Conduct a public hearing and consider three (3) variance requests; (1) from Section 12-101(3) to allow the reduction of the rear setback from an accessory building that includes a rear facing garage door from 10 feet to 3 feet, (2) from Section 8-601(7) to allow a gable facing and less than 20 feet from a side property line, and (3) from Section 8-601(7) to reduce the setback for dormers behind the top plate from 30 inches to zero inches at 4666 Fairfax Avenue.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

Staff Report is attached.

RECOMMENDATION

Staff recommends denial.

ATTACHMENTS

Staff Report 4666 Fairfax



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: May 13, 2026

REQUEST: Variances (1) from Section 12-101(3) to allow the reduction of the rear setback for an accessory building that includes a rear facing garage door from 10 feet to 3 feet, (2) from Section 8-601(7) to allow a gable facing and less than 20 feet from a side property line, and (3) from Section 8-601(7) to reduce the setback for dormers behind the top plate from 30 inches to zero inches.

LOCATION: 4666 Fairfax Ave.

SUMMARY

The applicant proposes demolishing an existing one-story detached garage and replacing it with a new two-story accessory building to include a garage. The new structure would be setback 3 feet from the side property line, 1.3 feet further setback than the existing structure. The proposed structure would have garage doors facing both the street and the alley. The applicant indicates they want to match the architecture of the house with gables on the sides, which is also consistent with the adjacent neighbor's accessory building. Three variances are requested.

- To allow an accessory garage structure with a rear facing garage door to be 3 feet from the rear property line instead of 10 feet.
- To allow a second-floor gable 3 feet from the side property line instead of 20 feet. The applicant could construct it as a hip roof at the proposed location.
- To allow dormers on the front side of the accessory building within the rear 40 feet of the lot to have setback from the top plate instead of the required 30 inches.

ORDINANCE

12-101.(3) "...Carports and garages which open directly to and are entered from an alley shall not be located nearer than ten (10) feet to the rear lot line..."

8-601(7) "In B, C, D, E, and F residential districts, gables, dormers, windows, or doors located above the twelve-foot, six-inch (12' 6") plate line and within forty feet (40') of the rear



Town of Highland Park Board of Adjustment

Staff Report

property line, shall not face the side yards unless located a minimum distance twenty feet (20') from the side property line. Face shall mean a line of site directed perpendicular of the window glazing towards the referenced property line. Dormers or windows facing a side street on a corner lot shall not be required to meet this requirement. Dormers and windows cannot exceed four feet (4') in width, must be separated by a minimum of four feet (4'), and must be set back a minimum of thirty inches (30") from the top plate."

The property is zoned E.

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?

Analysis: Staff can find no special conditions related to this property. The structure could be designed with a hip roof, like the existing accessory building and the dormers can be setback the required 30 inches. Access to the garage is maintained from the front, so the rear garage door is not necessary.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: Since staff found no unique conditions, this is not applicable.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: Staff can find no hardship in this case.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: The neighboring lot to the east has a two-story accessory building like what is proposed and there is no record of any problems or complaints related to that building. The neighbor has also suggested that setting the accessory back 10 feet to meet the rear setback requirement would be more intrusive on their yard than what the applicant has proposed.



Town of Highland Park Board of Adjustment

Staff Report

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: The garage door being only 3 feet from the rear property line is not consistent with the intent of the 10-foot requirement to assure sufficient visibility and turning radius to get vehicles on and off the alley. The gable facing the side property line does not include a window which would be the primary concern, so the gable would not be contrary to the main intent of the ordinance.

RECOMMENDATION

None of the three variance requests meet the criteria for a variance and staff recommends denial.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo
6. Nearby Property Owner Letters



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

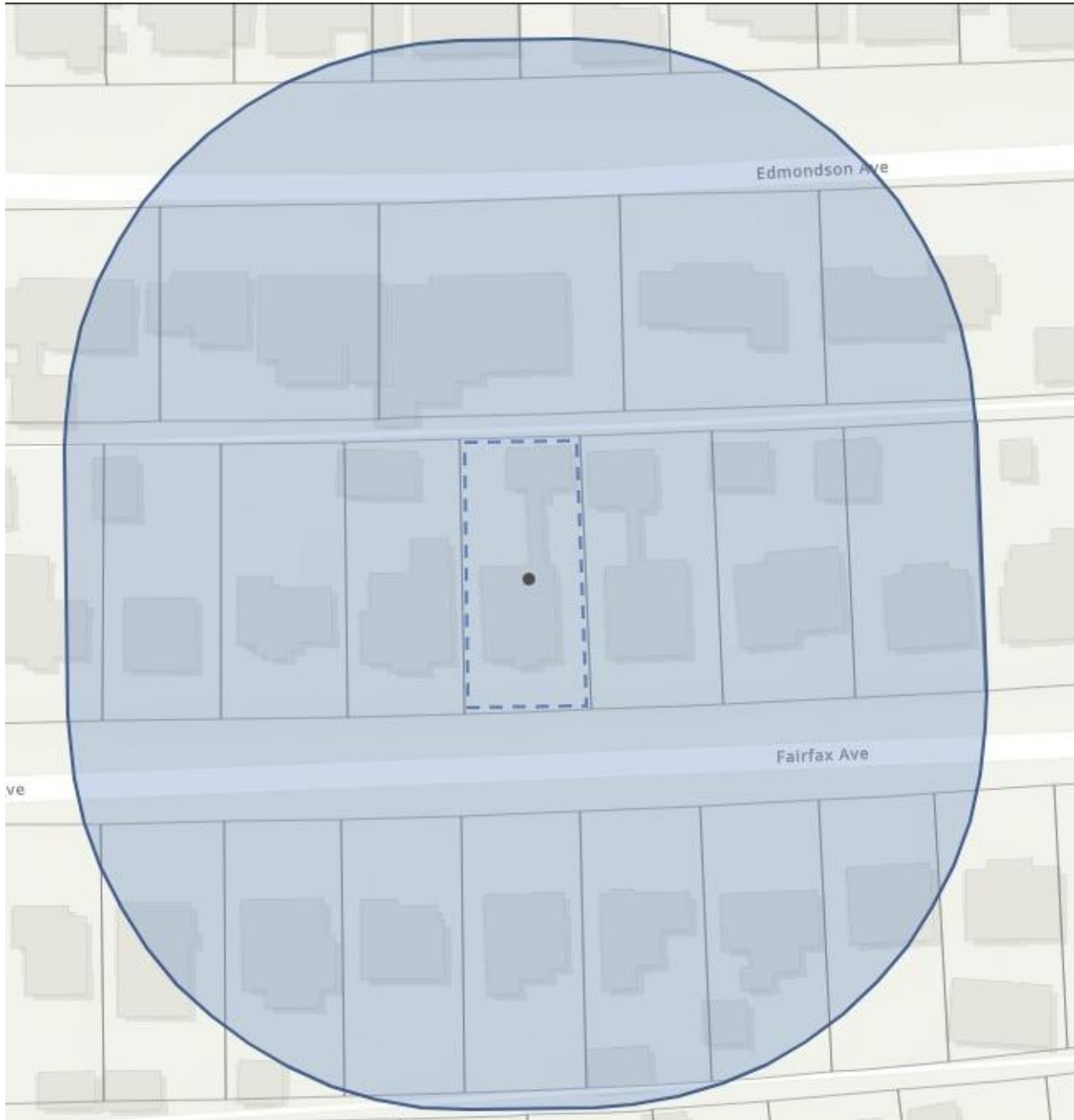




*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER

MITCHELL SALZBERG & JENNIFER WILKINSON

4666 FAIRFAX AVE., HIGHLAND PARK 75209

Variance Request Reasoning and Hardships

- 1) 10 ft setback from rear for an alley garage exit encroaches on neighbor and will push building closer to her rear driveway and house. Since we have a unique driveway by driveway situation, neighbor cannot plant trees or anything to improve her view. A 3 ft. rear and sideyard setback would be significantly more neighborly and we could possibly get creative with an easement to pave some shared space to allow for more maneuverability in the alley. Our neighbor to the east is adamantly opposed to a 10 ft setback. Also the new proposed pool would have to be redesigned if garage had to have a rear 10' setback. The reasoning for the alley exit is for lees street parking and more easier access for parking in the driveway with out having to move cars in and out.
- 2) Hip roof on side yard significantly reduces space. Since we run our business out of the back house, we need as much useable space as possible.
- 3) we live next to a large two-story back house with a gabled roof on the sideyard and it would look better to match. Neighbors are supportive of gabled roof.
- 4) neighbors and homeowner want to preserve the look of the neighborhood and build the back house to match the front house (including windows that can have decorative planters and a brick facade rather than an attic look). Allowing for better looking dormer windows without 30" setback will be better for the homeowner, neighbors, and architectural continuity of house to accessory structure.
- 5) We have a narrow lot, and the required setbacks combined with a hip roof's wide eaves would result in an unreasonable loss of buildable area
- 6) Topography conflict: Our lot has a significant slope/grade change of 1 ft higher from proposed accessory structure to the front building line. This will bring our plate height down 1 foot lower, and a gabled roof would allow us to keep the overall height lower while maintaining structural integrity.



***Town of Highland Park
Board of Adjustment***

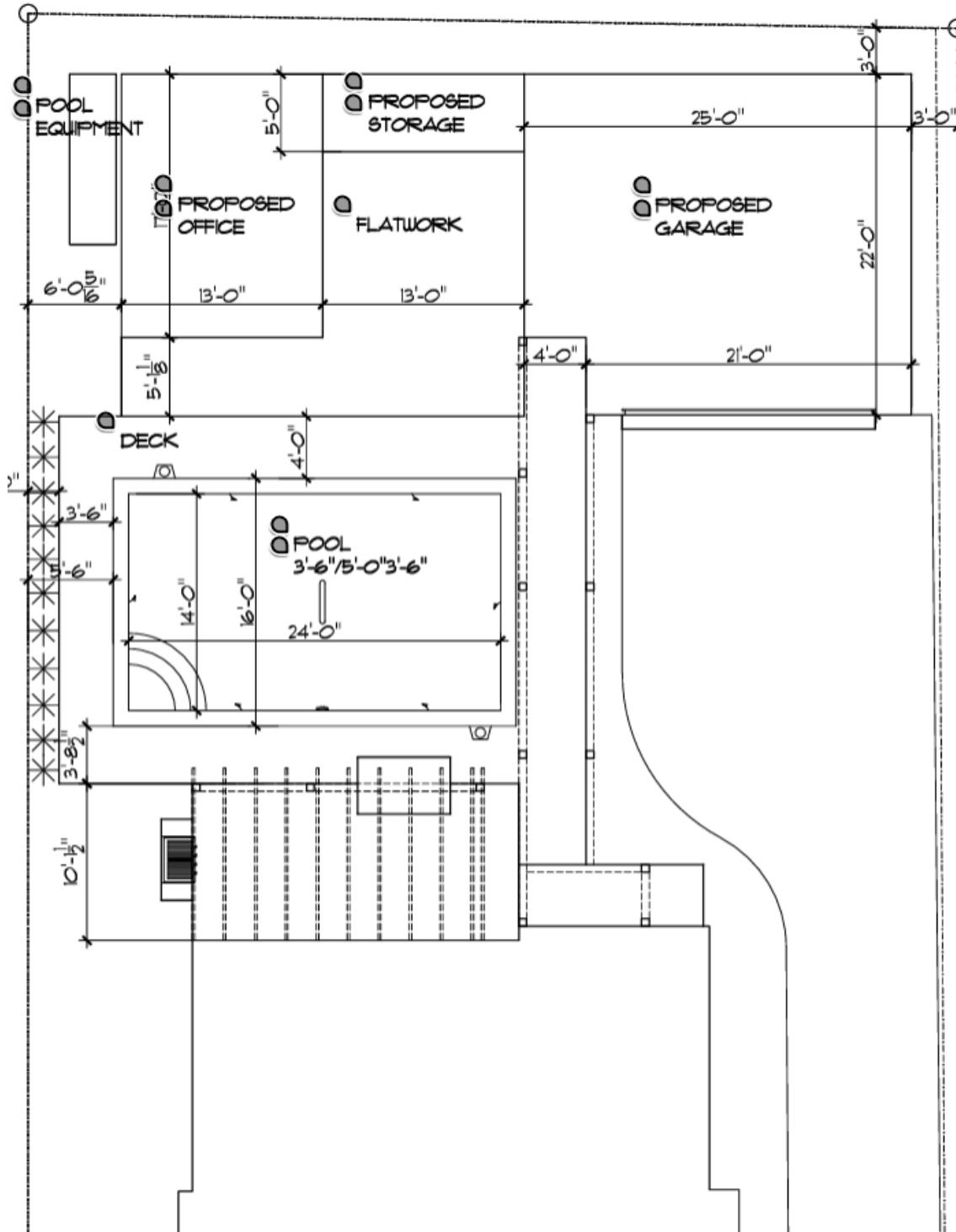
Staff Report



Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 4 – CONSTRUCTION PLANS





*Town of Highland Park
Board of Adjustment*

Staff Report





*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 5 – SITE PHOTOS





*Town of Highland Park
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Staff Report





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Board of Adjustment*

Staff Report





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 6 – NEARBY PROPERTY OWNER LETTERS

Letter of Support for Variance Requests: 4666 Fairfax Ave

To: Highland Park Board of Adjustment

Date: April 18, 2026

Subject: Support for Variance Requests at 4666 Fairfax Ave

From: Barbara and Stephen Biggers, 4660 Fairfax Ave (Direct Eastern Neighbor)

We are writing to express our full and enthusiastic support for the three variances requested by Mitch Salzberg and Jenny Wilkinson for their project at 4666 Fairfax Ave. As the neighbors most directly impacted by this project, we believe these variances are not only reasonable but actually result in a superior design that benefits the immediate neighbors and the neighborhood as a whole.

Variance #1: No hip roof on the side yard elevations (use of gables on side yard elevations)

As the neighbors to the east, we have no objection to the proposed roofline. In fact, our own property features a large structure with a gabled roof in the rear. Allowing gables on the side elevations at 4666 Fairfax creates a sense of architectural consistency between our two properties. We believe the gabled design is more aesthetically congruent with the existing neighborhood character than a hip roof would be in this specific context. We are fully supportive of our neighbors having a structure with a similar shape to ours. (Image below looking down the driveway of our two homes today). While we recognize a gable roof occupies more vertical space than a hip roof, we find the architectural consistency with our own gabled structure to be more desirable. These requests represent a thoughtful design that maintains the character of our block without negatively impacting our sense of openness or privacy.



1



Town of Highland Park Board of Adjustment

Staff Report

Variance #2: No 10' set back for a rear alley garage exit/entrance

We are particularly supportive of this request. Due to our unique "driveway-next-to-driveway" configuration, moving the garage 10' forward (closer to the main street) would place a two-story structure directly adjacent to our primary living space. Because of the driveway, we cannot plant privacy screening (tall trees) to mitigate this impact.

By granting this setback variance, the city allows the structure to remain further back, preserving our privacy and preventing a "looming" effect. Additionally, the proposed garage configuration encourages off-street parking, which reduces congestion on Fairfax Ave—a clear benefit to the public.

Variance #3: No 30" set back of dormers for rear (alley side) and front (pool side)

We have reviewed the design options for the dormer windows. In our opinion, the requested variance allows for a much more "charming" and architecturally finished appearance. The standard 30" setback results in a "sunken" attic look that is less attractive from our backyard and the street.

We understand this variance does not increase the height of the building; it simply allows for a more traditional, aesthetically pleasing window design. We believe high-quality architectural details like these support the property values of the entire block. (Image below of envisioned dormer style that can be achieved without the 30" setback)



We have lived next door to this property for almost 14 years and care deeply about the integrity of our street. We believe these requests represent a thoughtful approach to home improvement that maintains the beauty of our neighborhood while protecting the privacy of the immediate neighbors.



Town of Highland Park Board of Adjustment

Staff Report

We urge the Board to approve these variances. Please feel free to contact us at (609) 617-0335 or (214) 789-7942 if you require further clarification.

Thank you,

Barbara Biggers

Barbara Biggers

Stephen Biggers

Stephen Biggers



Town of Highland Park Board of Adjustment

Staff Report

Support for Variance Requests: 4666 Fairfax Ave

To: Highland Park Board of Adjustment

Date: April 22, 2026 **From:** Laura Gordon, 4672 Fairfax Ave (Direct Western Neighbor)

I am writing to express my support for the 3 variances being requested by Mitch Salzberg and Jenny Wilkinson for their home project at 4666 Fairfax Ave. As their neighbor directly to the west, I have reviewed their plans and believe that what they are proposing is a thoughtful, high-quality addition to our street.

Architectural Consistency and Aesthetics: While I do not have a large rear structure on my own property, I care deeply about the visual landscape of our block. I specifically support the request for **gabled side elevations (#1)** and the **elimination of the 30" dormer setback (#2)**. In my view, these details—particularly the dormer windows—add a level of charm and "finish" that is consistent with the beautiful homes in Highland Park. The proposed design (Image below) is much more attractive to look at from my property than the standard code-compliant dormer options, which can often look less permanent and less intentionally designed.



Site Layout and Neighborhood Impact: Regarding the **garage setback variance (#3)**, I believe Mitch and Jenny's plan is a smart use of their specific lot. By allowing the garage to be positioned as proposed, it maximizes their functional space while keeping the overall profile of the new construction in harmony with the existing homes. I have no concerns regarding my access to light or air, and I appreciate that their plan prioritizes off-street parking, which benefits all of us on Fairfax Ave.

Mitch and Jenny are responsible neighbors who are committed to maintaining the beauty of our street and the Town of Highland Park as a whole. I believe their vision for this project will enhance our collective property values and the overall character of the street. I fully support their requests and respectfully ask the Board to approve them. Please feel free to call me with any questions at (214) 212-3245.

Sincerely,

Laura Bloom Gordon

Laura Gordon



Town of Highland Park Board of Adjustment

Staff Report

Letter of Support for Variance Requests at 4666 Fairfax Ave

To: Highland Park Board of Adjustment

Date: April 18, 2026

From: Chris and Misty Quinn, 4669 Fairfax Ave (Across the Street Neighbor)

As residents living directly across the street from 4666 Fairfax Ave, we are writing to express our full support for the three variances requested by Mitch Salzberg and Jenny Wilkinson. Our primary interest as a neighbor is ensuring that new construction preserves the unique charm of our street and addresses the ongoing practical challenges of street parking and traffic.

Highland Park is defined by its architectural character, and we believe the requested variances for the **gabled side elevations** and **no 30" dormer setback** are essential to achieving the right "look" for this project. The proposed design is far more charming and architecturally appropriate than the standard, recessed dormer alternatives required by code. We have reviewed their vision for the dormers—including the traditional style and greenery—and we believe this high-quality aesthetic will be an asset to the streetscape that we all look at every day.

We are particularly supportive of the **garage variance**. On Fairfax Ave, we are all sensitive to the number of cars parked on the street, which can impact safety and the overall feel of the block. By granting the requested setback variance, the town will allow Mitch and Jenny to move forward with a garage configuration that prioritizes off-street parking. Moving vehicles into a rear-access garage rather than leaving them on the street is a significant benefit to all residents on this block. Furthermore, the property simply does not have the backyard depth to move the structure 10 feet forward without encroaching on the immediate neighbors and eliminating the space necessary for a family pool.

We have been residents of Highland Park for 26 years, and we are deeply invested in preserving its charm and appeal. We believe Mitch and Jenny's plans represent a thoughtful, high-quality approach that respects the history of our neighborhood while solving modern parking needs. Their proposed project including these variances will enhance the beauty of our street and protect or even improve our collective property values.

We respectfully urge the Board to approve these requests. Please feel free to call (214) 675-7379 with any questions you may have.

Sincerely,

Misty Quinn

Chris Quinn

**Town of Highland Park
Board of Adjustment
Wednesday, May 13, 2026**



Item Coversheet

Conduct a public hearing and consider four (4) variance requests; (1) from Section 8-601(1) to allow an additional 8' height above the 12.5' maximum top plate height requirement, (2) from Section 8-501 to allow a reduction of the 13-foot south side yard setback to 7 feet, (3) from Section 8-501 to allow a reduction of the 13-foot north side setback to 1 foot, and (4) from Section 8-601(1) to allow a reduction of the rear yard setback from 10 feet to 1 foot at 4215 Lakeside Drive.

PRESENTED BY: Jeff Armstrong, Director of Community Development

BACKGROUND:

See attached staff report. This case includes numerous attachments that are provided separate from the staff report.

RECOMMENDATION

Staff recommends approval with the following conditions:

1. The north side addition to the home shall be limited to a single-story.
2. The variances shall apply only to the structures as shown on the proposed site plan.

ATTACHMENTS

Staff Report 4215 Lakeside, Proposed First Floor, Proposed Upper floors, Rear elevation, Rendering, Summary Letter, Existing First Floor, Existing Upper floors, North Side Elevation, Proposed Elevation changes to breezeway



Town of Highland Park Board of Adjustment

Staff Report

MEETING DATE: May 13, 2026

REQUEST: Variances (1) from Section 8-601(1) to allow an additional 8' height above the 12.5' maximum top plate height requirement, (2) from Section 8-501 to allow a reduction of the 13-foot north side yard setback to 7 feet, (3) from Section 8-501 to allow a reduction of both side setbacks to 1 foot, and (4) from Section 8-601(1) to allow a reduction of the rear yard setback from 10 feet to 1 foot.

LOCATION: 4215 Lakeside Dr.

SUMMARY

The applicant proposes to connect the existing house to both existing accessory buildings. Currently, both accessory buildings are connected through breezeways that the applicant plans to enclose. Enclosing the breezeways make the accessory buildings part of the primary structure, but the accessory buildings do not meet the side or rear setback requirements for a primary building. The proposed connections would be well within the setback requirements. The accessory building in the northwest corner of the lot is currently a single-story building, but the applicant proposes adding a second story. Finally, the applicant proposes a single-story addition to the side of the home that would extend into the setback along the side street (Prescott St.)

The lot is substandard in size for the B zoning district. The minimum lot size in the B district is 25,000 square feet. The lot is 23,074 square feet in area. The minimum lot depth in the B district is 180 feet. The lot is 174 feet in depth. These are existing nonconforming conditions but construction is allowed on the lot even though it does not meet the current minimum lot dimensions.

Plate Height Variance:

- The maximum top plate height in the rear 40 feet of a residential lot is limited to 12.5 feet.
- Adding a second floor to the existing accessory building located in the rear 40 feet near the northwest corner of the lot would put the top plate height at 20.5 feet.
- The existing accessory building in the southeast corner is already two stories with a top plate height well above the maximum of 12.5 feet.



Town of Highland Park Board of Adjustment

Staff Report

Side Setback Variance Addition (north side):

- The required setback is 10 percent of the lot width.
- Lot width is measured at the front building line. The required side setback from the street side property line for this lot is 13 feet.
- A proposed single-story addition to the home would be 7 feet from the Prescott Street side property line.

Side and Rear Setback Variances Due to Connecting House to Accessory Buildings

- The required side yard setbacks for the primary structure are 13 feet.
- The required rear setback for the primary structure is 10 feet.
- Upon connecting the accessory buildings to the house, the accessory buildings become part of the primary structure and must meet the required setbacks for a primary structure.
- The northwest accessory building meets the side setback of 13 feet, but not the rear setback. It is approximately 5 feet from the rear property line.
- The southwest accessory building is currently approximately 1 foot from both the side and rear property lines.

ORDINANCE

8-601(1) “In all districts permitting residential structures, no main residential building, including any basement or cellar, may be constructed nearer than ten feet (10') to the rear property line. In the B, C, D, E, and F Districts, any structure, or portion thereof, located within forty feet (40') of the rear property line, shall not exceed twenty-five feet (25') in height, nor have a plate height exceeding twelve feet, six inches (12' 6”) ...”

8-501(a) “Minimum side yard required 10% of lot width.”

The property is zoned B.

ANALYSIS

The Board of Adjustment is required to find all the following criteria are met to approve a variance:

- **Special Conditions.** Is the request for variance owing to a special condition(s) inherent to the property itself?



Town of Highland Park Board of Adjustment

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Analysis: The property is substandard in both size and depth, limiting the area for increasing living space. The house was completed in 1923, and the applicant is trying to maintain the historic design of the home while modernizing the interior and creating the living space demanded by contemporary home buyers.

- **Unique to Property.** Is the condition unique to the property subject to the variance request?

Analysis: The property is substandard for the B zoning district in both size and depth. There are two other lots in the B district in Highland Park that are substandard in size. All other lots along Lakeside meet the B district lot dimension requirements. Other than a few lots on Abbott that back up to the City of Dallas, the subject property is one of only two residential lots in Highland Park that is bounded by two streets and backs up to a commercially zoned property.

- **Unnecessary Hardship.** Will literal enforcement of this chapter result in an unnecessary hardship?

Analysis: To keep the existing 100-year-old house and legacy accessory buildings while adding new living space is limited on the site due to the size of the property. The new structures creating the attachments will meet all zoning requirements.

- **Contrary to Public Interest.** Would approval of the variance be contrary to the public interest?

Analysis: Other than the proposed single-story addition to the north side of the house, all building setbacks are existing. No new impacts on the public will be created. The single-story addition is located on the Prescott St. side of the lot, but in a location where it will not impact traffic or visibility on or adjacent to the site. To the rear of the property is an alley and the parking lot of commercial development.

- **Spirit of the Ordinance.** Is the request within the spirit of the ordinance and does it further substantial justice?

Analysis: Other than the single-story addition on the Prescott side of the property, no actual building setbacks are proposed to be reduced from their current setbacks. The requirements are changing due to connecting the accessory buildings to the house.

RECOMMENDATION



Town of Highland Park Board of Adjustment

Staff Report

It is staff's opinion that the requests meet the criteria for a variance. Staff recommends approval with the following conditions:

1. The north side addition to the home shall be limited to a single-story.
2. The variances shall apply only to the structures as shown on the proposed site plan.

ATTACHMENTS

1. Aerial Map
2. Written Notification Area Map
3. Applicant Letter
4. Construction Plan
5. Site Photo
6. Response From Notices



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 1 – AERIAL PHOTO

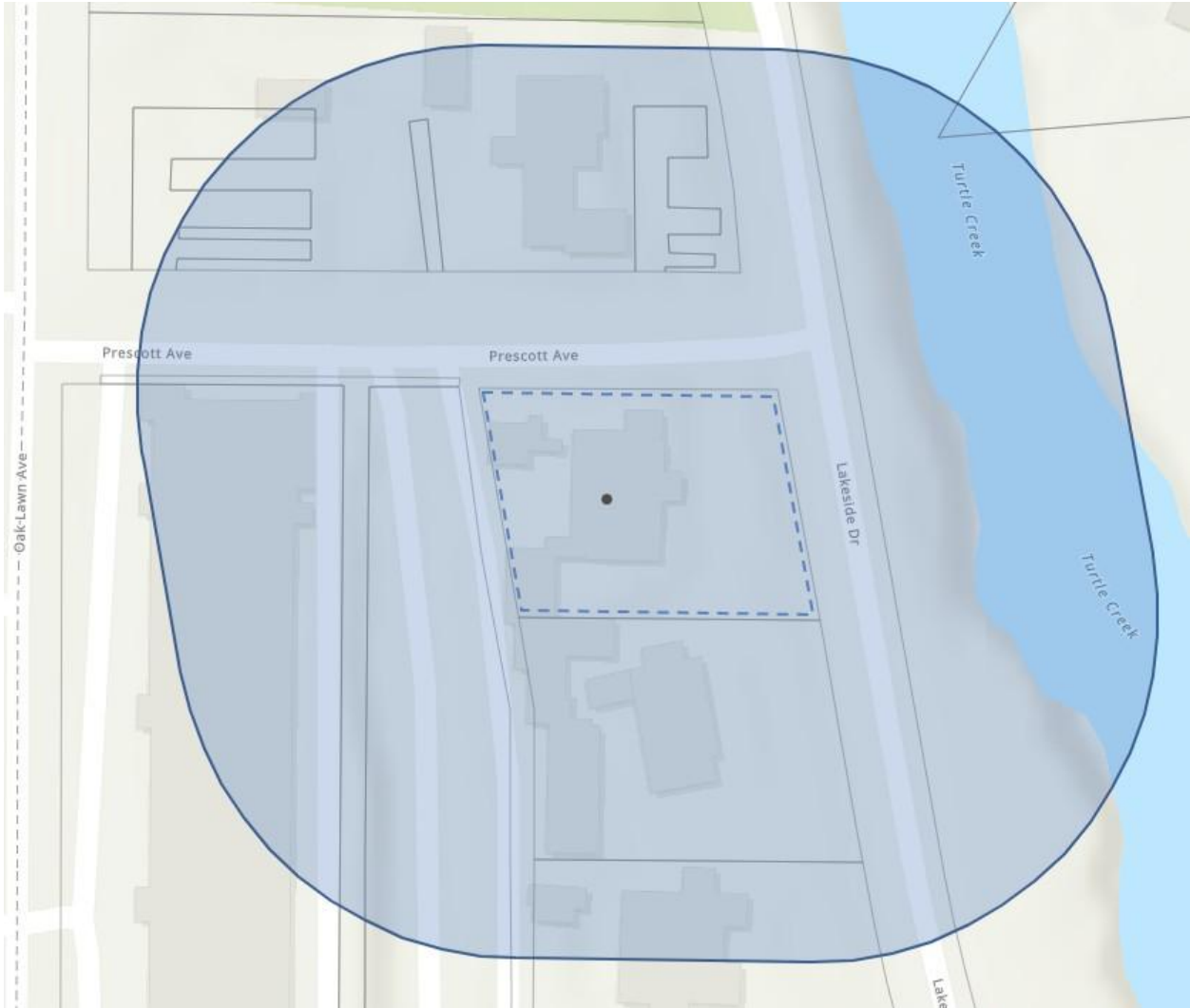




*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 2 – WRITTEN NOTIFICATION AREA MAP





Town of Highland Park Board of Adjustment

Staff Report

ATTACHMENT 3 – APPLICANT LETTER



Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Variance Request – 4215 Lakeside Drive, Highland Park, TX

To the Members of the Board,

I am writing in support of the variance request for the property located at 4215 Lakeside Drive.

This request is based on specific and unique hardships inherent to the property which prevent reasonable redevelopment under strict application of the zoning ordinance. These hardships are tied directly to the zoning classification, physical characteristics of the lot, and its surrounding context.

Zoning classification (District B)

The subject property is located within District B, which imposes more restrictive development standards, including a 30% maximum lot coverage and specific height limitations.

In contrast, surrounding areas along and behind Lakeside Drive include properties with differing zoning classifications, including CS (commercial) uses to the rear.

This creates a condition where the subject property is constrained to a lower development intensity despite being adjacent to and impacted by more intensive uses.

Lot size and buildable area constraints

The lot is materially smaller than many neighboring parcels along Lakeside Drive. When combined with the required front setback of approximately 79 feet and side yard requirements, the remaining buildable area is significantly reduced.

This results in a constrained building envelope that limits the ability to design a cohesive and functional residence consistent with the character of the street.

Topography and grade impact on height

The property exhibits a pronounced slope at the front of the lot, as reflected in the survey and grading information.

Under the zoning ordinance, building height is measured from the average natural grade at the front building line.

As a result, the elevated front grade effectively reduces the allowable building height toward the rear of the property, compressing the usable vertical envelope and making it difficult to achieve a balanced two-story structure without relief.



Town of Highland Park Board of Adjustment

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Rear yard and “rear 40” restrictions

Additional limitations are imposed by the rear 40-foot regulations, including reduced plate heights and overall height caps in that portion of the lot.

When combined with the reduced effective height caused by the front slope, these restrictions further constrain the ability to create a functional and proportionate design.

Adjacency to non-residential uses

The property directly abuts a car park and commercially zoned (CS) properties to the rear. This creates a unique condition where the rear context is materially different from a typical single-family residential adjacency. The presence of these uses impacts privacy, views, and overall site planning, while the property remains subject to more restrictive residential zoning standards.

Combined hardship

Taken together, the restrictive zoning classification, reduced lot size, sloping topography, rear yard limitations, and adjacency to more intensive non-residential uses create a unique hardship. These conditions significantly constrain both the horizontal and vertical building envelope in a manner not typical of other properties along Lakeside Drive.

The requested variances are modest and directly responsive to these constraints. They are not intended to overbuild the site, but rather to allow a cohesive architectural solution that aligns with the scale, proportion, and expectations of the surrounding neighborhood.

The proposed design has been carefully developed to respect adjacent properties, with attention to massing, sightlines, and privacy. The intent is to improve the property while maintaining compatibility with the streetscape.

Granting these variances will allow for a high-quality redevelopment that addresses the unique physical constraints of the site while remaining consistent with the character of Lakeside Drive.

We respectfully request your consideration and approval.

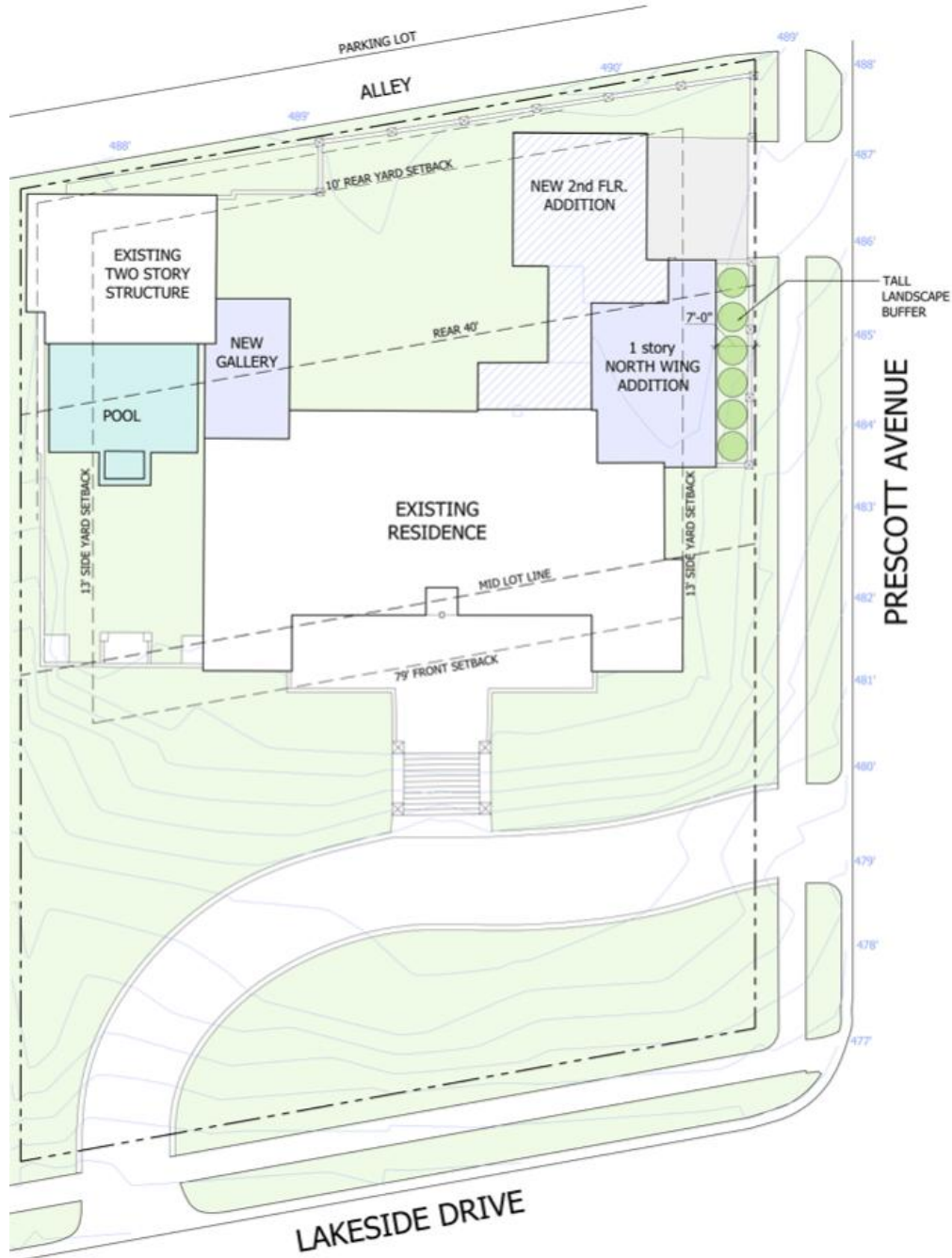
Sincerely,
Roman Piotrowski
Vasari Design LLC



*Town of Highland Park
Board of Adjustment*

Staff Report

ATTACHMENT 4 – CONSTRUCTION PLANS

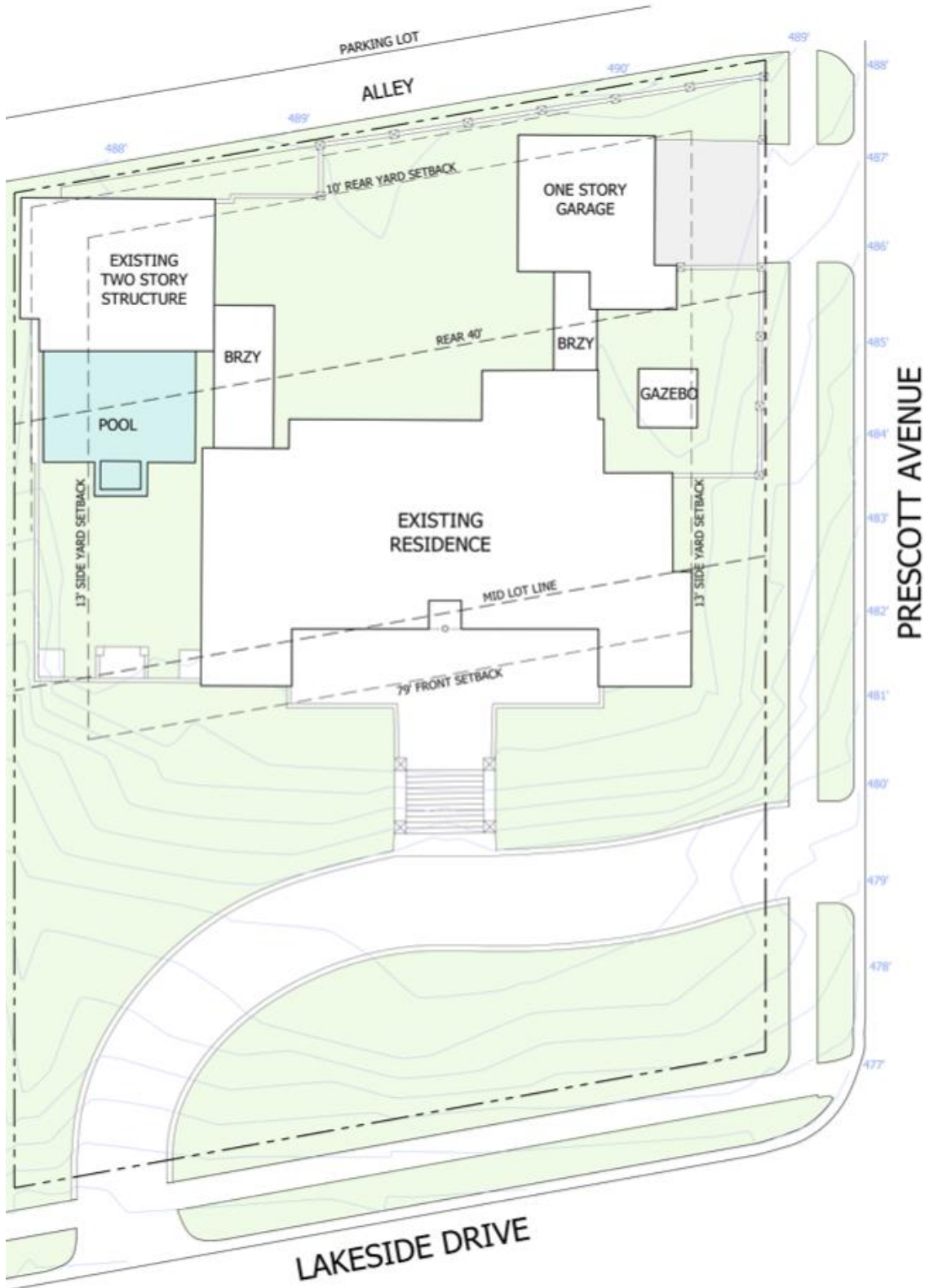


NEW SITE LAYOUT



Town of Highland Park Board of Adjustment

Staff Report



EXISTING SITE LAYOUT



*Town of Highland Park
Board of Adjustment*

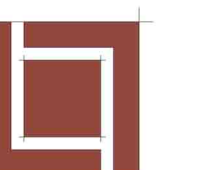
Staff Report

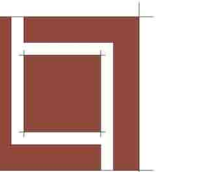
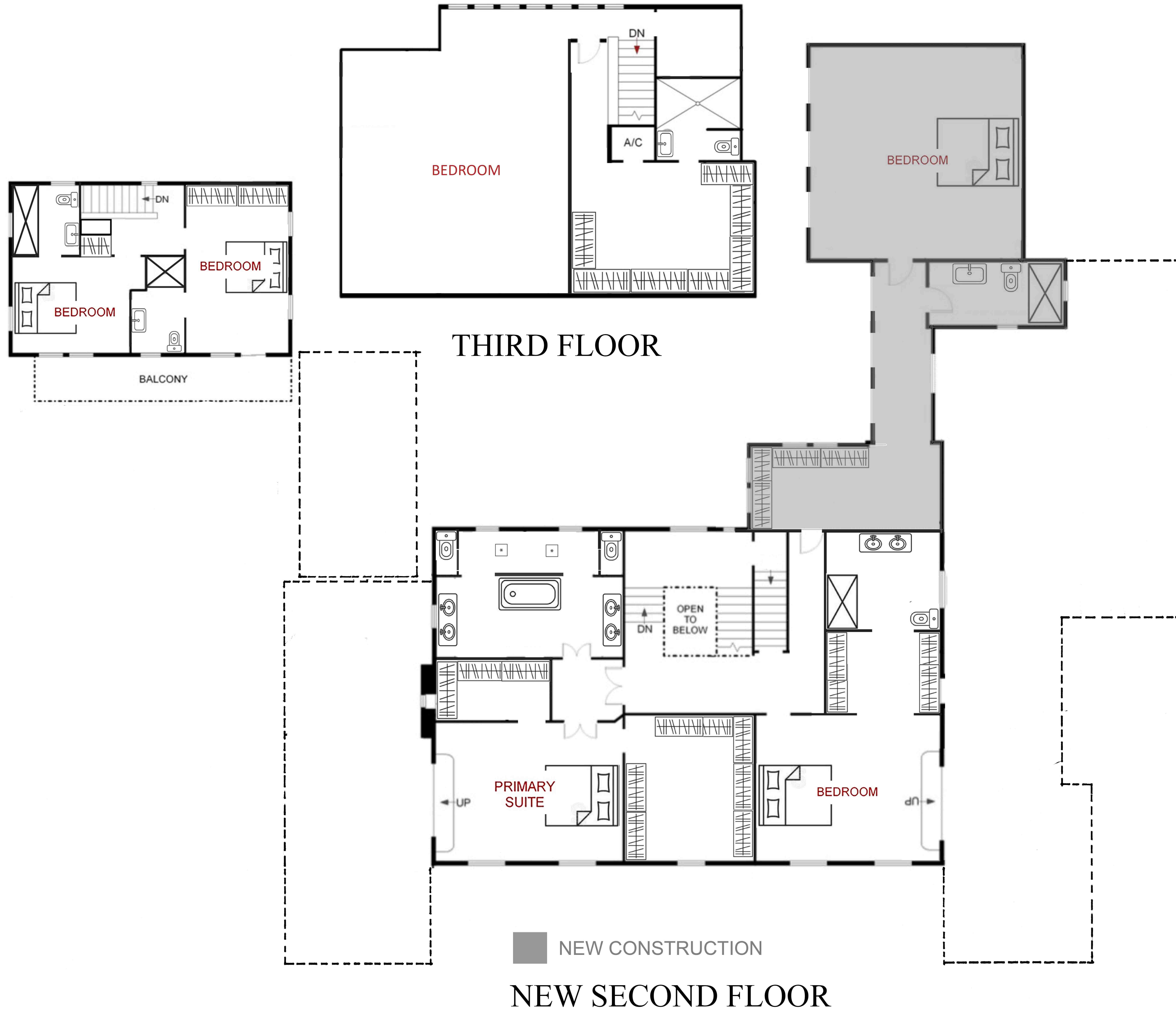
ATTACHMENT 5 – SITE PHOTOS





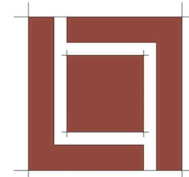
NEW CONSTRUCTION
 NEW FIRST FLOOR







SECTION OF NEW AT REAR





EXISTING FRONT SIDE



NEW FRONT SIDE



EXISTING SIDE



NEW SIDE



VASARI

DESIGN

Board of Adjustment
Town of Highland Park
4700 Drexel Drive
Highland Park, TX 75205

Re: Variance Request Summary – 4215 Lakeside Drive, Highland Park, TX

To the Members of the Board,

The following variances are requested as part of a coordinated design response to the unique constraints outlined in the accompanying hardship letter.

The intent of these requests is to allow a cohesive and functional residential design that responds appropriately to the specific physical conditions of the site, while remaining consistent with the character of the surrounding neighborhood.

The variances requested are as follows:

Rear 40 height / plate line variance

A variance is requested to permit relief from the development restrictions applicable within the rear 40 feet of the property, including limitations on plate height and overall building height in that portion of the lot.

This request relates specifically to a secondary structure element positioned over an existing garage area, rather than the primary mass of the residence.

These restrictions, when combined with the front-to-rear slope and the method of establishing the height datum, result in a disproportionately constrained building envelope at the rear of the property.

The requested relief allows for a functional use of this secondary structure and continuity of the architectural composition, without altering the scale of the main house.

The impact of this variance is limited. The rear of the property abuts commercially zoned uses and a car park, reducing sensitivity compared to a typical residential adjacency. As a result, the proposed adjustment does not create a material adverse effect in terms of privacy, light, or overall massing.

Side setback / courtyard extension

A variance is requested to permit a single-story extension within an existing courtyard area, resulting in a reduction of the required side setback from approximately 13 feet to 7 feet at its closest point.

This condition arises from the constrained building envelope created by the lot size, setback requirements, and overall configuration of the existing structure. The proposal rationalizes an underutilized courtyard space and allows for a more cohesive and functional internal layout.

The encroachment is limited to a single-story element and has been carefully designed to minimize its impact. The affected side condition is adjacent to a side street and is further removed from neighboring residential properties, with commercially zoned uses and a car park located to the rear.

Additional mitigation is provided through landscaping, which softens the visual impact and reinforces separation at the boundary. As a result, the proposed reduction in setback does not create a material adverse effect in terms of privacy, light, or overall massing.

Accessory structure / breezeway enclosure

A variance is requested to permit the enclosure of an existing breezeway and the connection of the accessory structure to the main residence, where the ordinance would otherwise require separation.

The existing condition includes a breezeway connection between the primary structure and the accessory building. The proposal replaces this with enclosed construction, creating a continuous and cohesive structure.

This modification does not materially expand the building footprint, but instead formalizes an existing connection in a more functional and architecturally consistent manner. The scale and massing of the overall structure remain appropriate to the site.

Given the constrained building envelope and the configuration of the lot, this approach avoids fragmented structures and results in a more efficient and unified design.

The impact of this change is limited, with no material adverse effect on neighboring properties in terms of privacy, light, or visual impact.

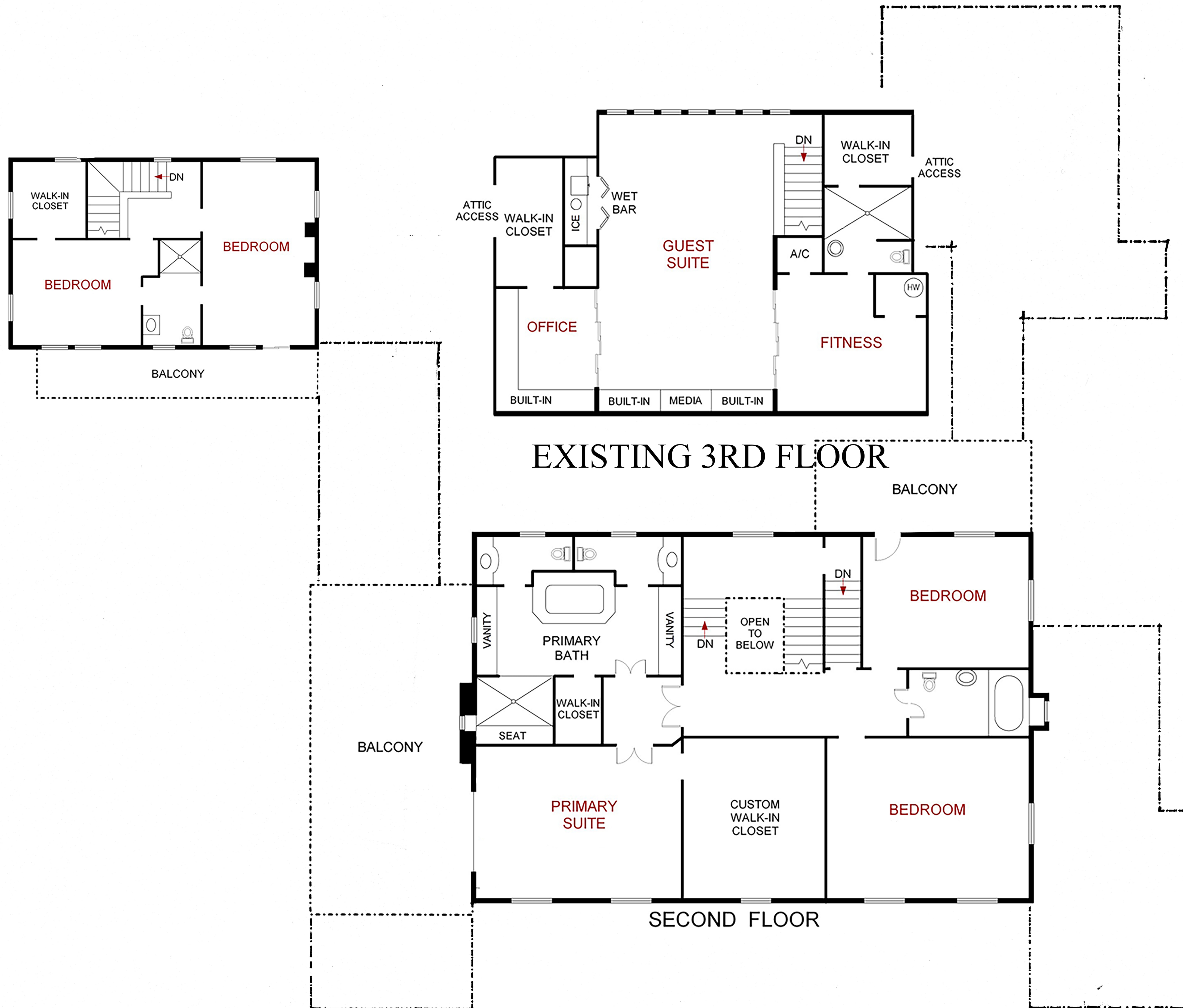
We respectfully request your consideration and approval of the above variances.

Sincerely,
Roman Piotrowski
Vasari Design LLC



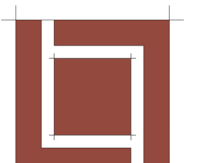
EXISTING FIRST FLOOR





EXISTING 3RD FLOOR

EXISTING 2ND FLOOR





SECTION OF EXISTING

